



REVISED**MINUTES OF THE REGULAR BUSINESS MEETING OF THE
CIVIL SERVICE COMMISSION
MAY 9, 2013**

CALL TO ORDER

The Regular Meeting of the Civil Service Commission was called to order at 5:31 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Thursday, May 9, 2013.

ROLL CALL**COMMISSION MEMBERS PRESENT:**

William Sendt, Chairperson
Raphael Courtney, Vice-Chairperson
Leslie Coyote, Commissioner
Fred Puhn, Commissioner
Alyssa Robledo, Commissioner

COMMISSION MEMBERS ABSENT:

None

STAFF PRESENT:

Stacey Stevenson, Director of Administrative Services
Lilia Muñoz, Human Resources Technician

REPRESENTATIVES PRESENT:

Sergeant Alex Hernandez, Police Department

SALUTE TO THE FLAG

Vice-Chairperson Courtney led the pledge of allegiance to the flag.

PUBLIC COMMUNICATIONS

None

APPROVAL OF MINUTES**Regular Meeting of March 14, 2013**

Commissioner Puhn noted a typographical error in his last name on the minutes. Director Stacey Stevenson informed him that it would be corrected before filing.

Action: Motion made by Courtney, seconded by Sendt, and unanimously carried to approve the regular meeting minutes of March 14, 2013.

REPORTS FOR FILE

Personnel Report Report of Vacancies

Action: Motion made by Courtney, seconded by Puhn, and unanimously carried to accept and file the Personnel Report and the Report of Vacancies as presented to the Commission.

UNFINISHED BUSINESS

Election of Officers

Chairperson Sendt asked that since it was May, and typically elections are conducted in January, would the election of Chairperson and Vice-Chairperson be for the remainder of this year and elections would then be held in January to be back on track. Director Stacey Stevenson confirmed that Election of Officers would be held in January. **Due to the elections being held late, Chairperson Sendt elected not to run for Chairperson.** Discussion ensued.

Commissioner Robledo nominated Courtney for the Chairperson and the nomination was seconded by Puhn. There were no other nominations. All AYES. Vice-Chairperson Courtney is the new Chairperson.

Chairperson Courtney nominated Coyote for the Vice-Chairperson and the nomination was seconded by Puhn. There were no other nominations. All AYES. Commissioner Coyote is the new Vice-Chairperson.

Discussion: Civil Service Commission Bylaws

The Commission continued their discussion and proposed changes on the bylaws. Discussion ensued and Director Stacey Stevenson answered questions from the Commission. She agreed to implement their proposed changes and bring it back to them for further review.

Action: Commission asked staff to implement the changes and bring back for further review to their next regular meeting.

NEW BUSINESS

Title Change: Request from the Police Department for a Position Title Change from Police Records Manager to Police Records Supervisor

HR Technician Lilia Muñoz, filling in for Director Stacey Stevenson, provided the Commission with an explanation of the Police Department's request. Sergeant Alex Hernandez was present to answer any questions of the Commission.

Action: Motion made by Sendt, seconded by Robledo, and unanimously carried to approve the position title change from Police Records Manager to Police Records Supervisor.

STAFF COMMENTS

None

COMMISSIONER COMMENTS

Commissioner Robledo stated that it was nice to be here.

ADJOURNMENT

Action: Motion made by Puhn, seconded by Sendt, and unanimously carried to adjourn the regular meeting at 6:20 p.m., Thursday, May 9, 2013, to the next regular meeting of the Civil Service Commission on Thursday, July 11, 2013, at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950.



CHAIRPERSON



DATE APPROVED

Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.